

St. Joseph's Hospital
Medical Artifacts Collection
Cataloging Manual

Vers. 25

June 2022

Congregation of the Sisters of St. Joseph in Canada, 2016, revised 2019, 2020, 2021

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Cataloging steps

Cleaning

1. Clean the object by dusting with a soft brush toward a vacuum nozzle. If glass, clean with a mixture of isopropyl alcohol and distilled water (189 ml alcohol to 500 ml water) using cotton balls. Do not immerse in water! Wear accelerator free nitrile gloves when handling objects and work on a padded surface.

Building accession numbers

Assign an accession record. If the objects are included in the initial transfer from the Sisters of St. Joseph, they are assigned an accession number beginning with 016, and each object is treated as a separate accession lot. Otherwise, treat any donation as a separate accession, with the accession number beginning with the donation year.

An **Accession Number** is the first part of the table below, and the **Object ID** is the full table below:

Accession Number		Object ID	
Year	Accession lot	Item or unit	Component part
016	004	1	
016	004	2	
016	004	3	a
016	004	3	b

Each object in an accession lot is numbered with the accession lot number plus an item number. For example, with an accession containing a candlestick plus a scalpel, the objects would be numbered 016.004.1 “candlestick” and 016.004.2 “scalpel.” The **Accession Number** gives us the year of the accession, 2016, and tells us that this was the fourth accession that year. The **Object ID** gives us the

item number within that accession lot, in this case, the “candlestick” is the first item, and the “scalpel” is the second item. If there was a third item with two component parts in the same accession lot, for example, a “test tube” with a “cork stopper,” each part would be given the same item number, but a unique component part letter, e.g., 016.004.3a “test tube” and 016.004.3b “cork stopper.”

To summarize, an accession may contain only one item. In this case, the Object ID is made up of the Accession Number plus the suffix “1”, e.g., 016.007.1 “baumanometer.” An accession may contain more than one item. In this case, give each item a consecutive number, for example:

accession lot 016.026 which is made up of fourteen pieces of enamelware, numbered
016.026.1 to 016.026.14.

accession lot 016.005 which is an autopsy kit made up of 26 separate items, numbered
016.005.1 to 016.005.26.

Each item in an accession may be made up of zero or more component parts. If there are component parts to an item, give the primary unit the suffix “a.” For example, an albuminometer with an attached case:

016-013.1a “albuminometer”, 016-013.1b “case.”

Another example is a pair of baby slippers inside a gift box with a card. Each slipper is a component part of the pair, but the box the slippers are housed within, and the gift card, are separate items. For example:

016.037.1 “box”

016.037.2a “slipper”

016.037.2b “slipper”

016.037.3 “gift card”

(*Note until 2019, we used number suffixes for component parts, e.g., 016.029 which was a nurse’s dress with a bib, apron, detachable cuffs, and detachable collar. As a result, some objects will retain these historical numbers.)

Build the **Object ID** for an object as follows: year-accession lot-item-component part, e.g., “doctor’s bag with four needles in it” is recorded as 016.006.1 to 016.006.4, because these are four separate items, BUT “centrifuge with four tubes” is 016.004.1a-e because this is one item with four component parts.

Entering accessions in PastPerfect

Enter the accession in the PastPerfect database. If you have already created a donor record in Contacts, this is an easy process. This is described in the section PastPerfect database below.

First, click on Accession under Activities on the lower left panel of the main screen. You will see the last accession record that was created. Click on the Add button at the top.

[illegible]

Now you will see a small sub screen where you can enter the accession number and click on the Select Donor from Contacts File button. Then click on the Add New Accession button.

Accession

Screen View

Description

Catalog Records

Activities

More Screens

Thank You Letter

Deed of Gift

Add/View Additional Donors

Update History

Actions

Add New Catalog Records

Edit, Delete, or View Catalog Records

Add New Activity

Edit Activity

Change Accession#

Accession# 016.017

Other#

Source Congregation of Sisters of St. Joseph in Canada

Contact

Address 485 Windermere

City, State, Zip London

Email, Country csjarchives@csjc

Home Phone 519/432-3781

Work Phone / -

Website www.csjcanada.org

Credit Line 1

Received as Gift

Received by

Received Date

Accessioned by

Accession Date

Price or Value Calculate

Dataset

Contact ID# 1

TC Receipt#

Description / Summary

No Catalog Records

Object ID

Object

Record 17 of 17

Updated by Unknown

Updated 2022.05.25 09:04 PM

Add New Accession

Cancel

Fill New Record Options:

- ☐ Fill with Current Data
- ☐ Fill Thank You Letter Sent Date with Today's Date
- ☐ Fill Deed of Gift Sent Date with Today's Date
- ☐ Fill Received Date with Today's Date
- ☐ Fill Accession Date with Today's Date

2

This will take you to the accession screen where you can choose the drop-down menu to fill in the Received as field. Enter the date the accession was received in the Received Date field and then click Save at the top.

[illegible]

After this, add the first item to the accession by clicking first on the Add New Catalog Records button under Actions on the left side panel. This will bring up a new screen labelled Add Item to Objects Catalog. Fill in the Object ID field, the Object Name field, the Date field, the Cataloged by field, the Status field (drop down menu), and the Description field, and then click the Add this Item button at the bottom. You can continue to add more items to the accession in this way, and catalog them more completely later.

Labelling objects

Label the object and its components with the **Object ID**. Apply a thin coat of B72 acrylic, wait for it to dry, then write the accession number on it with a .25 mm pigma pen. Try to apply the number in an area not visible when the object is on display, but somewhere it can be seen without turning it over. For textiles, write the accession number on twill tape using a .25 mm pigma pen, and baste onto the textile on the short ends of the tape. For paper or mounted or framed items or books, write the accession number in the back lower right corner with a 2H pencil. For photographs, write the

accession number in the back lower right corner with a Stabilo pencil. Do not exert pressure while writing the numbers. After the ink is dry, apply a topcoat of B67 acryloid.

Add a tag with the **Object ID** to objects for storage.

Photographing objects

Take one photograph of each item with its component parts together, e.g., the centrifuge with its test tubes. For a collection with several items, take one photo of the whole collection, and separate photos of each item, e.g., the doctor's bag with needles, and the doctor's bag on its own, and each needle on its own. Use a color target and have an index card for each photo with the complete accession number on it WELL BELOW THE OBJECT (so that it can be cropped out if necessary.) Make sure the tent screen is clean. Ensure significant details are visible as much as possible. For example, open a nursing kit to show the contents. See the section on *Photography*.

Cataloging objects

Give the name of the object in the **Object Name** field, and if there is another name, supply this in the **Other Name** field.

Record the primary material of the object in the **Material** field first on the cataloging sheet. Other materials making up the object should also be recorded AFTER the primary material on the cataloging sheet.

Give the number of total parts in the **Count** field. If there are no detachable component parts, write "1."
Give the number of component parts in the **# Component Parts** field. If there are no detachable component parts write "0." If there are detachable parts along with the main object, give the total including the main object. Complete the **Component Names** field by giving the Object ID part number and name, e.g., 1a centrifuge, 1b tube, 1c tube, 1d tube, 1e tube.

Minimally, the end of a chronological date range for the object should be given, e.g., 1900 c, 1950, 1940s, 1960? in the **Date** field. If a date range is known, use the fields **Year Range from** and **Year Range to**. Give dates as YYYY-MM-DD.

Record the name of the manufacturer if known in the **Made** field. The Manufacturer field is optional. Manufacturer city and country are given in the **Place of Origin** field.

Measure the object in centimeters. Use height, width, and length for 3D objects with no main side, such as a table. Use height, width, and depth for 3D objects with a main side such as a chair. Use height or length, and width for 2D objects such as a painting or blanket. Measure the point of greatest dimension. NOTE: You do not need to measure component parts, but you do need to measure each item. Give the measurements in the appropriate fields as shown below:

- a. **Height** = greatest vertical measurement from bottom to top– USE in combination with width and depth when measuring an object such as a chair, or in combination with outside diameter when measuring an object such as a lamp.
- b. **Width** = greatest horizontal measurement from left to right for an object with a main side, with depth measured from front to back. For an object with no main side, width is the smaller horizontal measurement with length being the larger measurement – USE in combination with height and depth when measuring an object such as a chair, or in combination with length when measuring an object such as a blanket.
- c. **Length** = greatest horizontal measurement for an object with no main side, where width is the smaller measurement – USE in combination with width when measuring an object such as a blanket. DO NOT USE - if an object has a main side, such as a chair, use width and depth but not length.

- d. **Depth** = greatest horizontal measurement from front to back for an object with a main side, with width measured from left to right – USE in combination with height and width when measuring an object such as a chair. DO NOT USE - if an object has no main side, such as a table, use length and width but not depth.
- e. **Diameter** = greatest measurement in a straight line through the centre of an object. You can measure with calipers and a ruler. (If you don't have calipers, divide the circumference by 3.14 to get the diameter, e.g., $30 \text{ cm} / 3.14 = 9.55 \text{ cm}$.) – USE when measuring an object such as a lamp.

Additional information about measurements may be given in the PastPerfect **Dimension Details** field.

Give a description of the object in the **Description** field. Start with the object name in the first sentence, and then describe its physical characteristics, including component parts. Start describing the object moving from the top to the bottom or bottom to top, concentrating on prominent features. Note shape, color, materials, texture, decoration, method of production, labels, marks, and moving parts. If it is a framed artwork or photograph, indicate whether it is in color or black and white, and describe the mount and frame. The description should allow the reader to visualize the object. Use proper right and left, i.e., the object's front right side will be the left side from your point of view. Use the object's right and left. For example:



This hemophotometer is a tan, metal machine with an electrical cord. On the back, there is a fuse knob and outlet for another plug. On the top, there is a gauge with a needle indicating grams Hb/100 ml. The gauge is marked from 4 to 20. There is an opening with a plastic funnel inside a rubber ring on the proper right. Two dials and a switch are located on the proper left bottom, and two openings in rubber on the proper left top. Both sides have metal vents on the center top of the machine.

Record the location of the object (permanent location) in the **Home Location** fields. Give both the box and shelf numbers. Component parts should, if possible, be stored with an item.

Record any patent number or other marks in the **Inscription** fields. Note the position of any mark or inscription in the **Inscription Position** field. Give the text of any mark or inscription in the **Inscription Text** field. Give the type of mark or inscription in the **Inscription Type** field (hallmark, inscription, manufacturer's mark, paper tag, signature, stamp). Give the method of making the mark or inscription in the **Inscription Technique** field (etched, stamped, embossed, embroidered, pen and ink, pencil). There is an additional field in PastPerfect, **Maker's Mark Notes**, that can be used.

Record condition information in the **Condition** field.

Later, complete your cataloging research by searching for more information about the object, and completing the **Narrative**, **MeSH**, and **People** fields. Any references you consult go in the **Related Publications** field.

Each object has only one classification, and the **Classification** field is required. We use our own set of controlled vocabulary for this field. See the section on *Classification*.

Photographing objects

Secure paper or poster board inside the light shed with gaffer tape, clips, or magnets. Use a dark background with very light objects. Start by photographing small objects and work up to larger objects, making sure to clean the background in between.

Place lights in front of object or even with it, not in the back of the light shed. Use 5500K coil type neutral, bright bulbs that are not too yellow or too blue. LED bulbs are acceptable.

Put a color target, a card with the **Object ID** on it, and a ruler well away from the object so they can be cropped out in editing. The editing software will calibrate the color card and it also helps the camera read colors better. For a large object, you can photograph the card first, remove it, and then photograph the object.

Get close enough to the object to take the photograph and don't use the zoom function. Use a 35 mm fixed lens, a remote shutter release cable, and a tripod. The remote shutter release cable will reduce the possibility of your reflection in the photograph.

If using an automatic setting, put the exposure up by one or two clicks.

Shoot in camera raw format.

You can use the screen guidelines on the camera to center the object.

Take shots of the front, back, top, bottom and sides of 3D objects. Move the object in a clockwise manner to capture it at angles corresponding to 3:00, 6:00, 9:00, and 12:00 on a clock face. Take shots of the front and back of 2D objects and documents. Finally, take close-up shots of any markings or damage.

Take shots of objects in a set together. Photograph the object assembled and then photograph each part separately if there are removable parts. Be sure that if there are pieces that you take out, you take a before shot so that you can replace the parts in the same order. Take shots of the object opened and closed if it can be manipulated.

Photograph the **Object ID** label on the object.

For textiles, it is better to hang garments than lay flat when taking the shot. If it is a large textile like a quilt, you can photograph from above standing on a stepstool.

After you finish photographing an object, use playback mode on the camera to check the images. Is it in focus? Is the whole object in the frame? Are the ruler, color target, and card with the **Object ID** far enough from the object to crop out? Is the background clean? Is there any reflection or glare?

Transfer files from the SD card to the computer drive and digitally develop the raw images using Photoshop. Do minimal editing only to brighten, color correct, crop, and straighten.

Name the files with the **Object ID** and object name, for example:

016-002-1-photometer.tif (service master)

016-002-1-photometer.jpg (access copy)

016-004-1a-e-centrifuge.tif (service master)

016-004-1a-e-centrifuge.jpg (access copy).¹

Add the image to the catalog record in PastPerfect and enter a caption for the image in the **Caption** field using **Image Management**.

¹ William J. Hill Texas Artisans and Artists Archive. *Basic Object Photograph on a Budget* webinar, July 22, 2021.

Catalog fields

Fill out one sheet for each item. Use the same sheet for one item with component parts. A chart with PastPerfect catalog fields and explanations is given below. * indicates required field.

*Accession #	Give as Year.Lot e.g., <i>016.020</i>	*Object ID	Give as Year.Lot.Unit Component Parts, e.g., <i>016.020.1 (no component parts); 016.133.1a-j (10 component parts including unit).</i>
*Object Name:	The authorized name of the object.	Other Name:	The common name of object, e.g., <i>splint</i> . If labelled use the name on label.
Collection:	This field is used to relate material from a common source to a particular person, e.g., <i>Dr. Luney instrument collection</i> .	*Count: # Component Parts:	Give total number of parts including main object, e.g., <i>if no detachable parts "1," if 4 detachable parts "5."</i> Give the number of component parts, e.g., "0" or "5."
*Component Names:	Give name of each component part with accession component number, e.g., <i>1a right slipper; 1b left slipper</i> .	*Date:	The end date of object or end of a chronological date range for object, i.e., production date. Use this field if only one date is known. e.g., <i>1950, 1940s, 1938-08-29, 1960?, unknown. Use c for about, p for prior to, l for later than, ? for unsure, or unknown after the date if needed, e.g., 1910 c, 1950 p.</i>
Year Range from:	Use begin date of object or beginning of a chronological date range for object, i.e., production date.	Year Range to:	Use end date of object or end of a chronological date range for object, i.e., production date.

Condition:	Give condition here, not in Description field.	*Height:	The measurement of object's greatest height including all component parts but excluding any separate frame or pedestal.
* Length:	The measurement of object's greatest length including all component parts but excluding any separate frame or pedestal.	* Depth:	The measurement of an object in a horizontal line from front to back.
* Width:	The measurement of object's greatest width including all component parts but excluding any separate frame or pedestal.	* Diameter	Outside diameter: the measurement of an object in a horizontal line through the centre from one side to another.
Dimension Details:	Other information about the size and shape of the object or additional measurements.	Material:	The materials used to make a 3-D object – list materials from most to least prevalent, e.g., <i>stainless steel, glass</i> .

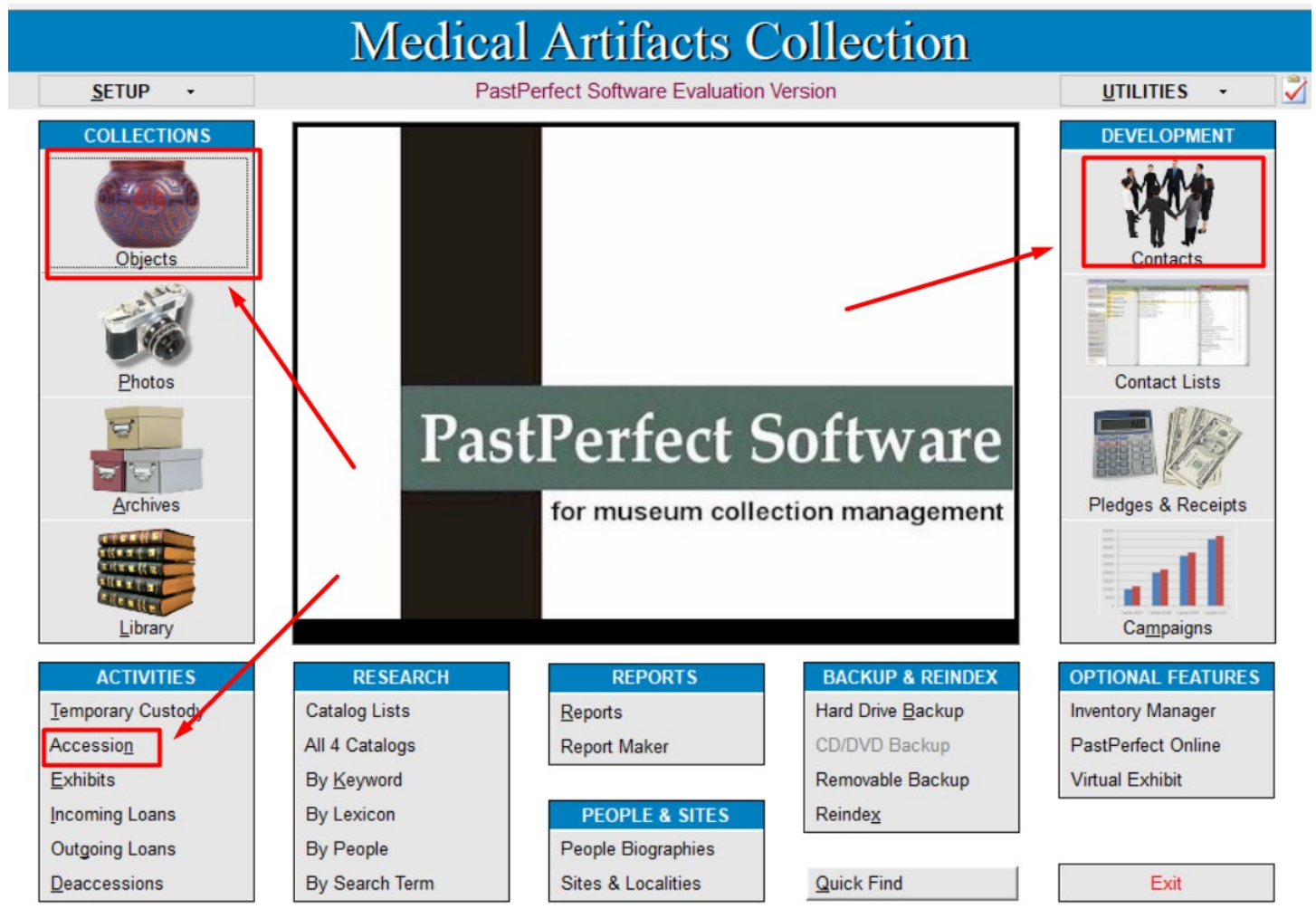
*Home Location/Box:	Give box number, e.g., <i>Box 4</i> .	*Home Location/Shelf:	Give shelf number, e.g., <i>C3</i> .
Temp Location Reason:	Give reason for moving object from permanent location, e.g., <i>on loan, display</i> .	Temp Location/Building:	Give temporary location of object.
Inscription Type:	Describe type of mark on object, e.g., <i>manufacturer's mark</i> .	Inscription Technique:	Note how mark was made, e.g., <i>stamped</i> .
Inscription Position:	Briefly note where mark is found on object.	Inscription Text:	Give text of mark or inscription.
Made:	The name of manufacturer(s) of object or use "unknown," e.g., <i>Stevens Co</i> .	Place of Origin:	Give full name, e.g., <i>United States of America (not USA)</i> .

<p>*Description: Describe the object – use proper right/left. ‘Proper left’ is the object’s left side, ‘proper right’ is the object’s right side. Give all the colors, e.g., <i>gray blood pressure machine with two different sized red cuffs</i>.</p>
<p>*Narrative: Give contextual information about object. Record as much as possible while cataloging, then search references, e.g., <i>Used by Dr. Luney at St. Joseph’s Hospital; used for measuring blood cell counts</i>.</p>
<p>People: Give name of person associated with object, as last name, first name, middle initial.</p>
<p>Related Publications: Give references used for cataloging research here.</p>
<p>*Subjects (MeSH): Complete Narrative field before searching. Refer to: https://www.nlm.nih.gov/mesh/</p>
<p>*Classification: Select the controlled vocabulary classification term e.g., <i>“Anaesthesia.”</i></p>
<p>Catalog Date: Enter the date that the catalog sheet was completed.</p>
<p>Cataloged by: Enter the name of the cataloger.</p>

PastPerfect database

Navigate database

The main screen of PastPerfect is your starting point. The key areas you will need to work in are outlined in red:



Once you are in any screen, you can navigate using the bar at the top of the screen to move to the first, preceding, next, or last record, to add a new record, to edit a record, to spell check a record, to delete a record, to print a record, or to exit the screen:

The screenshot shows the 'Objects Catalog' application window. At the top is a navigation bar with buttons: First, Preceding, Next, Last, Add, Browse, Edit, Spell, Find, Query, Delete, Print, Media, and Exit. The 'Exit' button is highlighted with a red arrow. Below the navigation bar is a sidebar with 'Screen View' (Archaeology, Art, Geology, History, Natural History, Medicine) and 'Other Views' (Appraisal, Condition, Dimensions, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Repatriation, Source, Inscription, Maker's Mark, Lists, Virtual Exhibit). The main area displays a record for 'Electrocardiograph' (Object ID: 016.001.1a-b). The record includes fields for Date, Year Range, Catalog Date, Cataloged by, Status Date, Status by, Status, Accession#, Home Location, Description, Collector, Site /Site#, Pl of Origin, Event, Material, Found, Made, Used, and Owned. A description of the electrocardiograph is provided. On the right, there is an image of the object and a 'Provenance' section. The bottom status bar shows 'Record 2 of 48', 'Updated by Unknown', and 'Updated 2022.05.25 03:42 PM'.

Make donor record

First, create a contact record for the donor. On the left panel of the main screen, under **Development**, click on **Contacts**.

You will see the screen of the last contact record entered. Click on the Add button at the top, and you will get a smaller screen. Enter information here to create a new donor record:

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The screenshot shows a software interface for managing contacts. A modal dialog box titled "Add New Contact" is open, prompting the user to "Enter Contact Information Below and Click Add New Contact". The dialog contains the following fields and options:

- Salutation:** A dropdown menu with "Ms." selected. A checkbox "Include Salutation in Name & Title" is present.
- Name Fields:** Three text boxes for "First Name", "Middle", and "Last Name".
- Title:** A text box.
- Name & Title:** A combined text box.
- Company:** A text box.
- ID#:** A text box with the value "2".
- Buttons:** "Add New Contact" (grey) and "Cancel" (red).
- Options:** Three radio buttons: "Fill with Current Data", "Fill with Default Data", and "Fill with Blank Data" (selected).
- Additional Buttons:** "Change Default Data" and "Browse Contact File".
- Footer:** "Check for existing contacts".

The background window, titled "Contacts", shows a contact record for "Congregation of Sisters of St. Joseph in Canada". It includes a sidebar with navigation options like "Mailing Address", "Membership", "Pledges", etc., and a main area with fields for "First Name", "Last Name", "Title", "Group", "Mailing Address", "City, State, Zip", "Country", and "Website".

Once you have filled in the basic fields, click on Add New Contact. Then you will be able to add more information by clicking on the Edit button at the top of the screen. Once you are finished, click the Save button at the top of the screen. To exit, click on the red X on the top right-hand corner of the screen.

Make accession record

On the bottom left panel of the main screen, under **Activities**, click **Accession**. You will see the screen of the last accession record entered. Click on the Add button at the top.

Accession

Screen View: Description, Catalog Records, Activities, More Screens, Thank You Letter, Deed of Gift, Add/View Additional Donors, Update History, Actions: Add New Catalog Records, Edit, Delete, or View Catalog Records, Add New Activity, Edit Activity, Change Accession#

Accession# 016.002 Other#

Source Sisters of St. Joseph

Contact

Address 485 Windermere Road

City, State, Zip London ON N5X2T1

Email, Country

Home Phone 519/432-3781 Fax / -

Work Phone / - Cell/Pager / -

Website

Credit Line

Received as Found in Collection

Received by

Received Date 2016

Accessioned by

Accession Date

Price or Value Calculate

Dataset

Contact ID# 54

TC Receipt#

Accession Includes 1 Catalog Record

Object ID	Object Name	Title	Description / Summary
O 016.002.1	Photometer		

Records = 35 Updated by Unknown Updated 2022.05.18 09:19 AM

You will see a smaller screen where you can enter information to create an accession record. Enter the accession number and then click the Select Donor From Contacts File button and double click on the name of the donor. Finally, click the Add New Accession button:

Accession

Screen View: Description, Catalog Records, Activities, More Screens: Thank You Letter, Deed of Gift, Add/View Additional Donors, Update History, Actions: Add New Catalog Records, Edit, Delete, or View Catalog Records, Add New Activity, Edit Activity, Change Accession#

Accession# 016.002 Other#

Source Sisters of St. Joseph

Contact

Address 485 Windermere P

City, State, Zip London

Email, Country

Home Phone 519/432-3781

Work Phone / -

Website

Credit Line

Received as Found in Collection

Received by

Received Date 2016

Accessioned by

Accession Date

Price or Value Calculate

Dataset

Contact ID# 54

TC Receipt#

Accession Includes 1 Catalog

Object ID	Object
O 016.002.1	Photometer

Description / Summary

Records = 35 Updated by Unknown Updated 2022.05.18 09:19 AM

Add New Accession

New Accession# LastAccession# 016.001

Select Donor from Contacts File

Fill New Record Options:

- ☐ Fill with Current Data
- ☐ Fill Thank You Letter Sent Date with Today's Date
- ☐ Fill Deed of Gift Sent Date with Today's Date
- ☐ Fill Received Date with Today's Date
- ☐ Fill Accession Date with Today's Date

Add New Accession Cancel

This will take you to a screen where you can click the Edit button at the top to make changes or add more information. Click the Save button at the top when you are done.

Next, you can add items to the accession by clicking on the **Add New Catalog Records** under **Actions** on the lower left panel. Here you can enter the Object ID and Object Name for each item, as well as any other information you have before cataloging:

Accession

Sort by Accession#

Object

Select Catalog > ☒ Object ☐ Photo ☐ Archive ☐ Library

☒ Pre-fill Object ID with Accession# ☐ Pre-fill Catalog Date

Options

Clear Data Entries

Fill with Default Data

Search Lexicon

Search AAT Online

Add Condition Report

Collection

Accession# 016.018

Object ID 016.018.1

Object Name Cup

Other#

Artist

Title

Home Loc

Temp Loc

Date 1920c

Year Range thru

Catalog Date

Cataloged by

Status Date

Status by

Status

Condition

Condition Date

Condition by

Insured Value

Notes

Note: After adding this item, to complete detailed cataloging select Objects, Photos, Archives or Library from the Main Menu.

Description

This very small white porcelain cup is wider at the top than at the base.

Add this Item Cancel

Records = 18

Updated by Unknown

Updated 2022.05.25 09:11 PM

Click on the Add this Item button, and you will be taken to a screen where you can select the Edit button at the top to make more changes, including corrections to fields such as **Received As**, or under **Actions** in the left panel, selecting the buttons to add, edit, or delete catalog records (which are the items added to this accession).

<div>Accession</div>												
<div> Add Browse Edit Spell Find Delete Print Media Exit </div> <div>Sort by Accession# ▾</div>												
Screen View ——— Description Catalog Records ● Activities	Accession# 016.018 Other# _____ Source Congregation of Sisters of St. Joseph in Canada Contact _____ Address 485 Windermere Road _____		Received as Found in Collection ▾ Received by _____ Received Date 2016 Accessed by _____ Accession Date . .									
More Screens —— Thank You Letter Deed of Gift Add/View Additional Donors Update History	City, State, Zip London ON N6A 4X3 Email, Country csjarchives@csjcanada.org Canada Home Phone 519/432-3781 Fax / - Work Phone / - Cell/Pager / - Website www.csjcanada.org Credit Line _____		Price or Value _____ Calculate Dataset _____▾ Contact ID# 1 [icon] TC Receipt# _____[icon]									
Actions —— Add New Catalog Records Edit, Delete, or View Catalog Records Add New Activity Edit Activity Change Accession#	<p>Accession Includes 1 Catalog Record</p> <table border="1" style="width:100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Object ID</th> <th>Object Name</th> <th>Title</th> <th>Description / Summary</th> </tr> </thead> <tbody> <tr> <td>O 016.018.1</td> <td>Cup</td> <td></td> <td>This very small white porcelain cup is wider at the top than at the base.</td> </tr> <!-- Empty rows omitted --> </tbody> </table>				Object ID	Object Name	Title	Description / Summary	O 016.018.1	Cup		This very small white porcelain cup is wider at the top than at the base.
Object ID	Object Name	Title	Description / Summary									
O 016.018.1	Cup		This very small white porcelain cup is wider at the top than at the base.									
Records = 18				Updated by Unknown Updated 2022.05.25 09:11 PM								

For example, if you click on the button **Edit, Delete, or View Catalog Records** under **Actions**, you will be taken to this screen where you can add more catalog information. If you click on the View Full Record button under Commands, you will be taken to a screen with even more editable fields:

The screenshot shows the 'Edit Catalog Record' window in the Accession system. The window has a title bar 'Accession' and a menu bar. The main area is titled 'Object' and contains a form with the following fields:

- Collection: [Empty]
- Object ID: 016.018.1
- Date: 1920c
- Object Name: Cup
- Year Range: [Empty] thru [Empty]
- Category: 4: Tools & Equipment for Materials
- Catalog Date: . .
- Class: Food Service T&E
- Cataloged by: [Empty]
- Home Location: [Empty]
- Temploc/Bldg: [Empty]
- Artist: [Empty]
- Title: [Empty]
- Description: This very small white porcelain cup is wider at the top than at the base.
- Notes: [Empty]

On the right side of the form, there are additional fields:

- No Image
- Image Management -no image
- Other#: [Empty]
- Old#: [Empty]
- Status date: . .
- Status by: [Empty]
- Status: [Empty]
- Condition: [Empty]
- Condition Date: . .
- Condition by: [Empty]

A red arrow points to the 'View Full Record' button in the left sidebar. The bottom of the window shows 'Record 1 of 1' and a status bar with 'Records = 18', 'Updated by Unknown', and 'Updated 2022.05.25 09:11 PM'.

On the left panel, there are buttons under Screen View and Other Views that you can select to show even more screens with catalog fields. Some of the buttons we use are outlined in red:

Objects Catalog

Screen View —

- Archaeology
- Art
- Geology
- History**
- Natural History
- Medicine**

Other Views —

- Appraisal
- Condition**
- Dimensions**
- Lexicon
- Location**
- Notes & Legal
- People - Subjects**
- Classification**
- Search Terms**
- Relations**
- Repatriation
- Source
- Inscription**
- Maker's Mark**
- Lists
- Virtual Exhibit

Collection

Object ID: 016.018.1

Object Name: Cup

Other Name:

Other#:

Old#:

Accession#: 016.018

Home Location: Congregation of Sisters of St.

Date: 1920c

Year Range: thru

Catalog Date:

Cataloged by:

Status Date:

Status by:

Status:

History

Description: This very small white porcelain cup is wider at the top than at the base.

Collector:

Site /Site#:

PI of Origin:

Event:

Material:

Found:

Made:

Used:

Owned:

Col. Date:

Provenance:

Record 1 of 1

Updated by Unknown

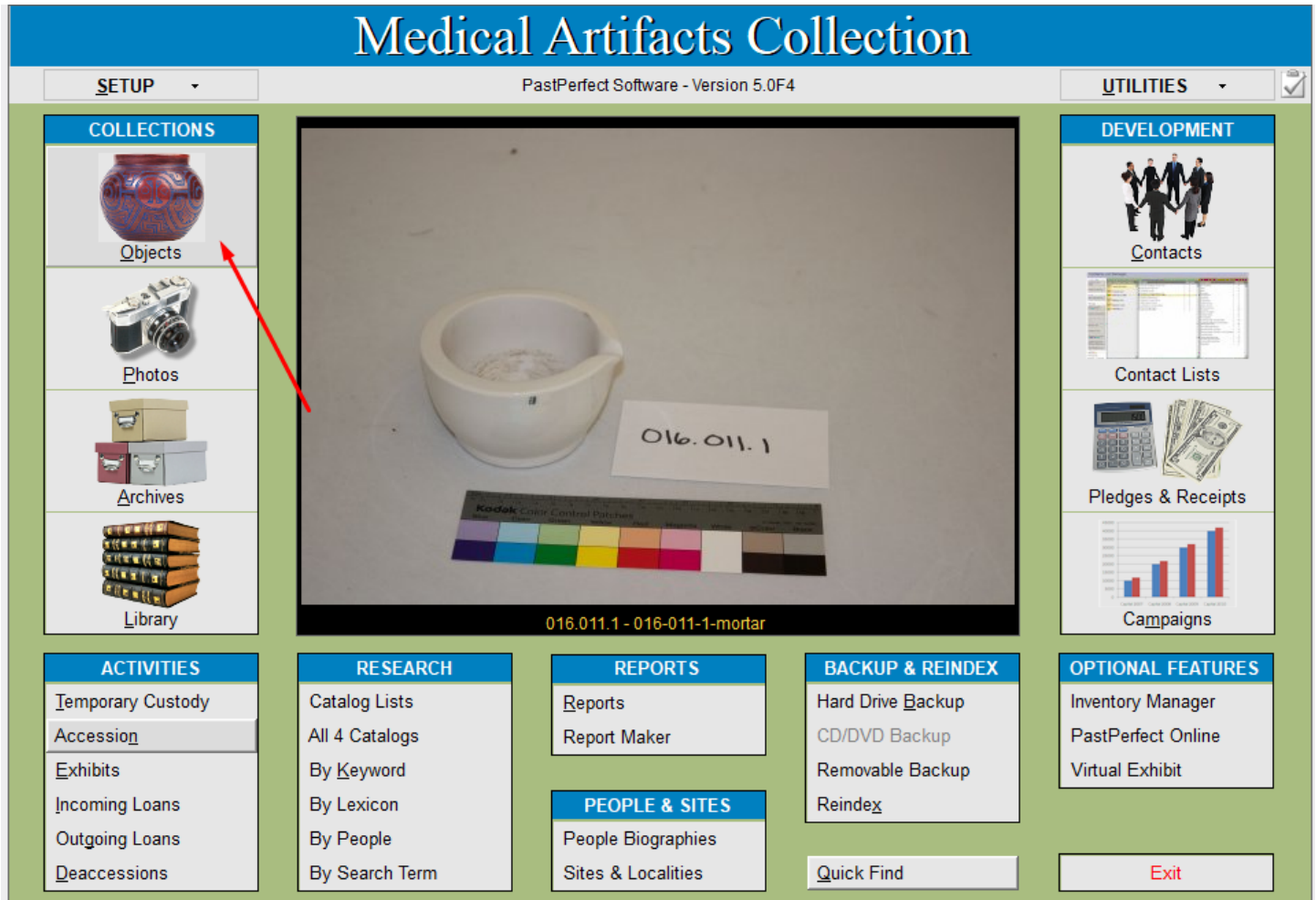
Updated 2022.05.26 01:31 PM

Update History

Notice that whichever screen you are viewing, there will be a note in the top left corner that tells you exactly where you are, such as “Accession,” or “Add Item to Objects Catalog,” or “Edit Catalog Record,” or “Objects Catalog.” This is an aid so that you don’t get lost. And you can always exit any screen by clicking on the red X button in the top right corner.

Catalog items

You can also catalog items later, after accessioning. To do this, on the main screen, click on the **Objects** button under **Collections**.



You will see the screen for the last catalog record viewed. This may be a partial record which you created when adding items to an accession record, or the last record you edited. To find a different catalog record, use the navigation buttons at the top of the screen or use the Browse button at the top of the screen.

Click on the Edit button at the top of the screen to make changes or add information. You can paste text from a Word document. Once you've entered information in the main screen, click on the appropriate buttons on the left side panel to enter more information. The main buttons that you will use to fill in cataloging fields are outlined in red as shown below. It's a good idea to work down in order of the buttons. If data is already in a field, a green button shows on the button for the field, as in the Source field shown below:

Objects Catalog

Screen View: ☐ Archaeology ☐ Art ☐ Geology ☒ History ☐ Natural History ☐ Medicine

Other Views: ☐ Appraisal ☐ Condition ☐ Dimensions ☐ Lexicon ☐ Location ☐ Notes & Legal ☐ People - Subjects ☐ Classification ☐ Search Terms ☐ Relations ☐ Repatriation ☒ Source ☐ Inscription ☐ Maker's Mark ☐ Lists ☐ Virtual Exhibit

Collection: 016.018.1

Object ID: 016.018.1

Object Name: Cup

Other Name:

Other#:

Old#:

Accession#: 016.018

Home Location: Congregation of Sisters of St.

Date: 1920c

Year Range: thru

Catalog Date:

Cataloged by: ENTER DATA

Status Date: . .

Status by:

Status: ENTER DATA

Image Management - no image

History ☒ Archaeology ☐ Art ☐ Geology ☐ History ☐ Natural History ☐ Medicine

Description: This very small white porcelain cup is wider at the top than at the base.

Title:

Creator:

Role:

Provenance:

Collector:

Col. Date: . .

Site /Site#:

PI of Origin: ENTER DATA

Event:

Material: ENTER DATA

Found:

Made: ENTER DATA

Used:

Owned: ENTER DATA

Record 50 of 50

Updated by Unknown

Updated 2022.05.26 01:31 PM

Update History

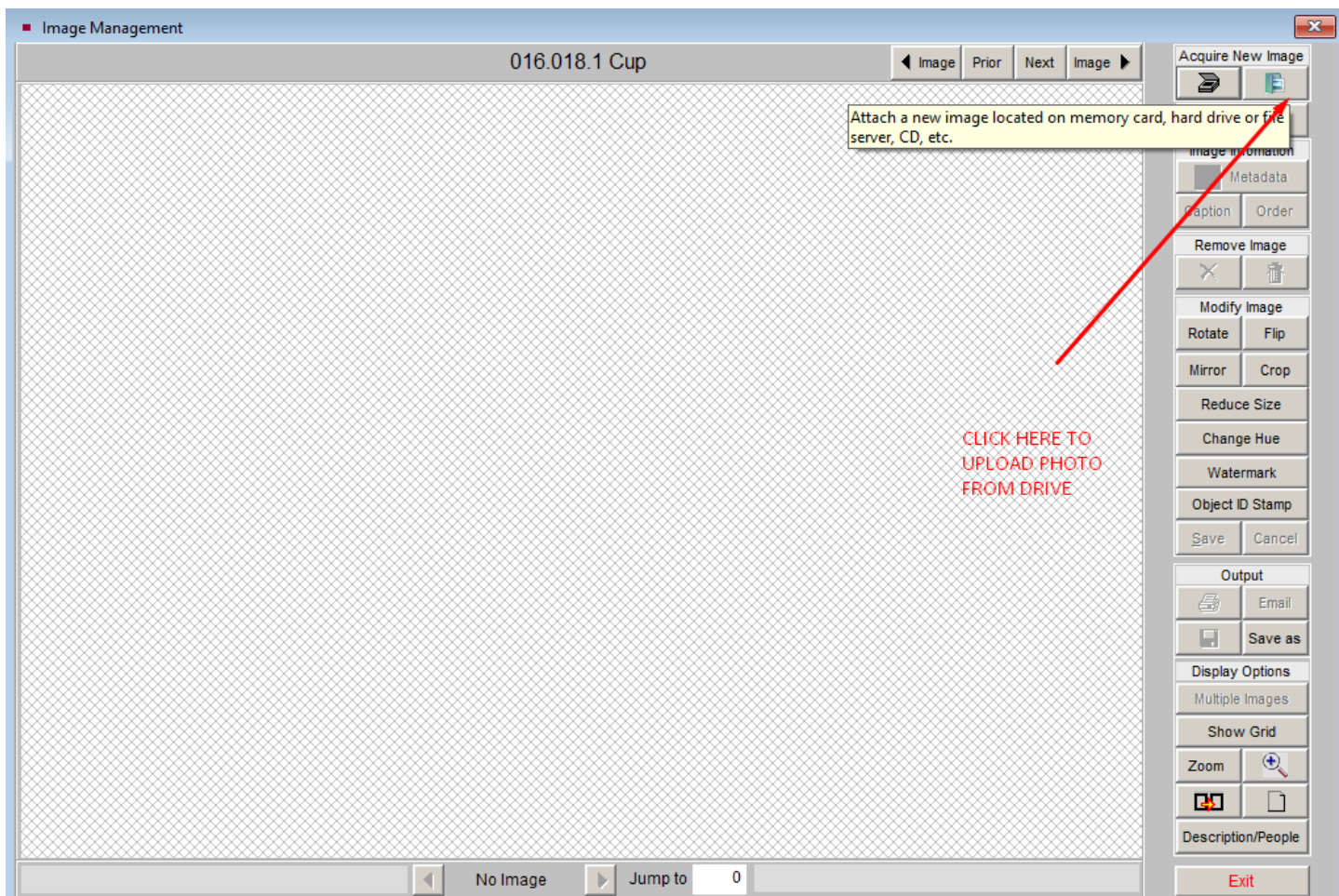
For example, if we click on the Dimensions button on the left panel, we see the screen where we can enter information about measurements, and about number of component parts in the Count field. Be sure to click the radio button for **cm/gr** before entering the measurements:

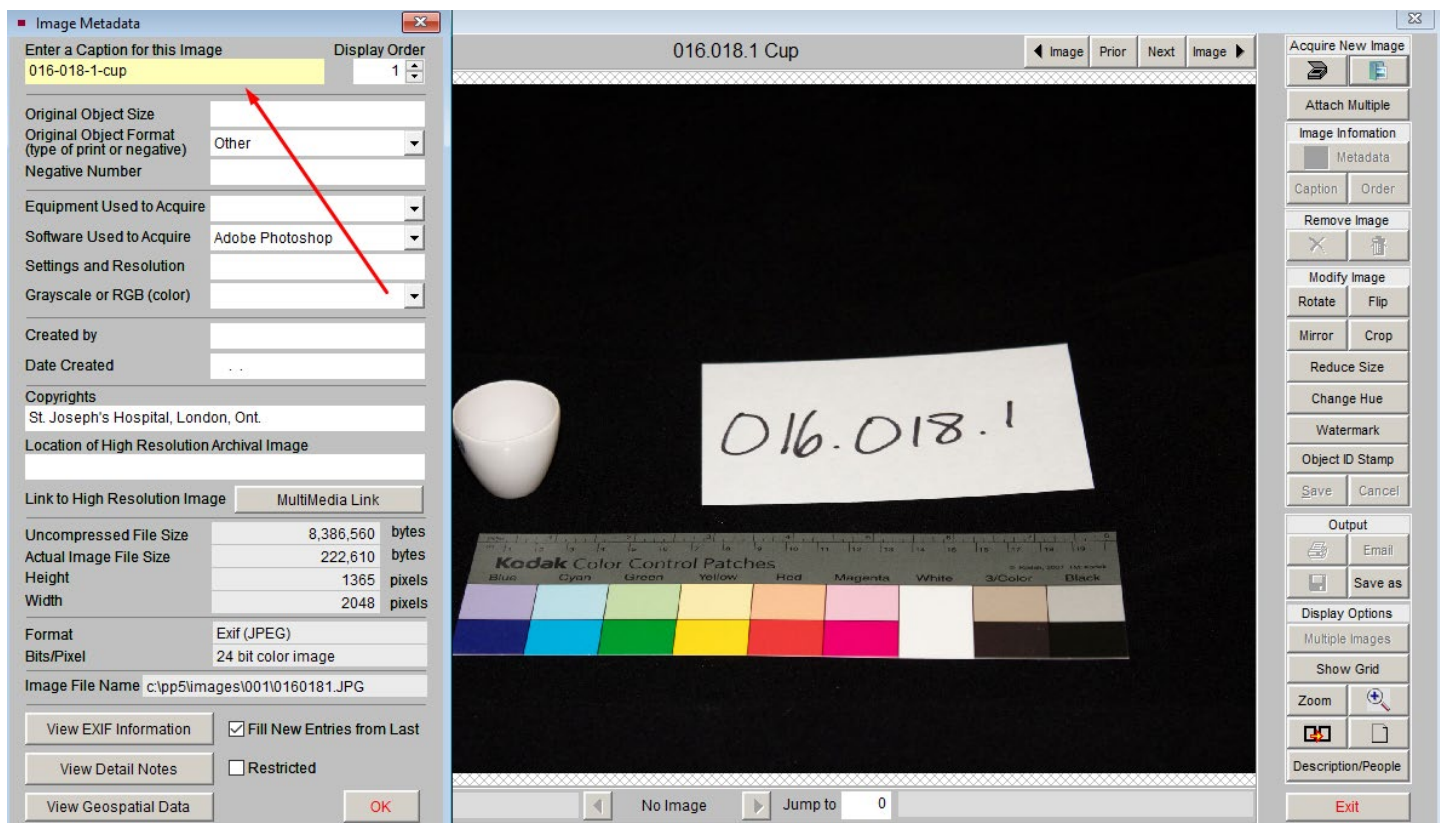
The screenshot shows the 'Objects Catalog' application window. The left sidebar contains a 'Screen View' section with buttons for Archaeology, Art, Geology, History, Natural History, and Medicine. Below this is an 'Other Views' section with buttons for Appraisal, Condition, Dimensions (which is selected), Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Repatriation, Source, Inscription, Maker's Mark, Lists, and Virtual Exhibit. The main area is divided into two panels. The top panel, titled 'Collection', contains fields for Object ID (016.018.1), Object Name (Cup), Other Name, Other#, Old#, Accession# (016.018), Home Location (Congregation of Sisters of St.), Date (1920c), Year Range (thru), Catalog Date, Cataloged by (CSJ Archives), Status Date, Status by, and Status (OK). The bottom panel, titled 'Dimensions', contains a 'Display Units' section with radio buttons for in/oz, cm/gr, and ft/lbs. Below this are input fields for Height (3.000), Depth, Count (1), Width, Diameter (3.660), Length, Circumference, and Weight. A 'Dimension Details' text area is at the bottom of the Dimensions panel. The bottom status bar shows 'Record 50 of 50', 'Updated by Unknown', 'Updated 2022.05.26 01:45 PM', and an 'Update History' button.

Continue to add data from the catalog sheets to the database in the appropriate fields.

Add an image to a catalog record by clicking on **the Image Management** tab in the top right corner, and then adding the image by selecting the location of the image under Acquire New Image. Provide a caption for the image by giving its Object ID and name separated by hyphens, for example, *016-005-1-autopsy-case*. Then click the OK button on the left panel, and the Exit button on the bottom right.

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Authorities

There are fields that have controlled vocabulary associated with them. You should always choose the term that appears in the authority file. To find the authority file for any field, right click in the field. If there is an authority file, it will show up with a list of terms. Select the term you want from the list by double clicking on it. Do not enter a new term because it will not be a controlled vocabulary term and will lead to non-standard entries. There is a way to add new terms, but that will not be explained in this manual.

Some fields you will use which have authority files associated with them include:

Cataloged by

Status

Collection

Object Name

Other Name

Home Location

Material

Owned

Condition

People

Classification

Subjects

Search Terms

Find important fields

In **Edit** mode in the Objects Catalog, you may edit the following fields:

Collection, Object ID, Object Name, Other Name, Date, Year Range, Catalog Date, Cataloged By.

There is a drop-down menu for Cataloged By and Status. There are authority files for Object Name and Other Name.

The screenshot displays the 'Objects Catalog' application in 'Edit Mode'. The interface is divided into several sections:

- Top Bar:** Includes 'Edit Mode', 'Save', 'Cancel', 'Change Access#, Object ID, or Loan#', 'Deaccession', 'Change Catalog', and a 'Sort by Object ID' dropdown.
- Left Sidebar:** Contains 'Screen View' (Archaeology, Art, Geology, History, Natural History, Medicine) and 'Other Views' (Appraisal, Condition, Dimensions, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Repatriation, Source, Inscription, Maker's Mark, Lists, Virtual Exhibit).
- Main Form:**
 - Collection:** Object ID (016.017.1), Object Name (Sharpener, Tool), Other Name, Other#, Old#, Accession# (016.017), Home Location (Congregation of Sisters of St. ...).
 - Date:** Date (unknown), Year Range (thru), Catalog Date, Cataloged by (CSJ Archives), Status Date, Status by, Status (OK).
 - History:** Description (This metal conical tool has a wooden handle, and a retractable metal blade.), Collector, Site /Site#, PI of Origin, Event, Material, Found, Made, Used, Owned.
 - Provenance:** Title, Creator, Role, Provenance.
- Image Management:** A thumbnail image of a sharpener with a label '016.017.1' and a color calibration strip. Below it is the filename '0010160171.JPG' and 'Image Management (1 of 1)'.

At the bottom, the status bar shows 'Record 49 of 50', 'Updated by Unknown', 'Updated 2022.05.26 01:56 PM', and an 'Update History' button.

Clicking on the various screens on the left side panel in the Objects Catalog will reveal other fields that we need for cataloging:

HISTORY: Enter data in these fields: Description, Place of Origin, Material, Made. There are authority files for Place of Origin, Material, and Owned.

Objects Catalog

Screen View: Archaeology, Art, Geology, **History**, Natural History, Medicine

Other Views: Appraisal, Condition, Dimensions, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Repatriation, Source, Inscription, Maker's Mark, Lists, Virtual Exhibit

Collection: 016.003.1a-b

Object ID: 016.003.1a-b

Object Name: Typewriter

Other Name:

Other#:

Old#:

Accession#: 016.003

Congregation of Sisters of St.

Home Location: St. Joseph's Hospital, Grosvenor St., London, ON:E3

Date: 1922

Year Range: 1915 thru 1922

Catalog Date:

Cataloged by: CSJ Archives

Status Date:

Status by:

Status: OK

Image Management (1 of 1)

History

Description: This black steel typewriter was made in the USA by Underwood. The cloth ribbon is in place. The keys which feature paper inserts covered by glass and framed by metal rings, follow the QWERTY placement. The stamp on the back states that the typewriter is patented, with other patents pending. The patent dates are given.

Collector:

Site /Site#:

PI of Origin: Hartford, Connecticut, United States of America

Event:

Material: Metal/Rubber/Glass/Paper/Cloth

Found:

Made: Underwood

Used:

Owned:

Title:

Creator:

Role:

Provenance:

Record 4 of 6

Updated by: Unknown

Updated: 2022.05.21 10:20 AM

Update History


MEDICINE: Enter data in these fields: Narrative, Component Names, # Component Parts. For Component Parts, enter total number of component parts. If no detachable parts, enter "0."

Objects Catalog

Navigation: Add, Browse, Edit, Spell, Find, Query, Delete, Print, Media, Exit

Sort by: Object ID

Screen View	Collection	Date
Archaeology	Object ID: 016.003.1a-b	1922
Art	Object Name: Typewriter	Year Range: 1915 thru 1922
Geology	Other Name:	Catalog Date:
History	Other#:	Cataloged by: CSJ Archives
Natural History	Old#:	Status Date:
Medicine	Accession#: 016.003 Congregation of Sisters of St.	Status by:
	Home Location: St. Joseph's Hospital, Grosvenor St., London, ON:E3	Status: OK



00100160031ab.JPG
Image Management (1 of 1)

Other Views: Appraisal, Condition, Dimensions, Lexicon, Location, Notes & Legal, People - Subjects Classification Search Terms, Relations, Repatriation, Source, Inscription Maker's Mark, Lists, Virtual Exhibit

● Archaeology ● Art ● Geology ○ History ● Natural History ● Medicine

Medicine

Narrative

The Underwood Manual Portable 3-Bank portable typewriter was manufactured from 1926 until 1959. Underwood produced typewriters from 1897 until 1959, when the company was acquired by Olivetti and became "Underwood-Olivetti." Production of portable typewriters specifically began in 1919. This typewriter was manufactured in 1922, the year that produced models with serial numbers from 18000 to 80000. The typewriter uses Pica typeface at a size of 10 pts per inch.

Component Names

- 1a typewriter
- 1b ribbon

Custom Field 01	Custom Field 11
Custom Field 02	Custom Field 12
Custom Field 03	# Component Parts: 2
Custom Field 04	Custom Field 14
Custom Field 05	Custom Field 15
Custom Field 06	Custom Field 16
Custom Field 07	Custom Field 17
Custom Field 08	Custom Field 18
Custom Field 09	Custom Field 19
Custom Field 10	Custom Field 20

Record 4 of 6 Updated by Unknown Updated 2022.05.21 10:20 AM Update History

CONDITION: Enter data in this field: General Condition Notes.

[illegible]

DIMENSIONS: Enter data in the appropriate fields: Height, Width, Length, Depth, Diameter, Count, Dimension Details. For Count, enter total of main object and any component parts.

Objects Catalog

◀

◀

▶

▶

Add

Browse

Edit

ABC Spell

Find

Query

Delete

Print

Media

Exit

Sort by Object ID

Screen View

Archaeology

Art

Geology

History

Natural History

Medicine

Other Views

Appraisal

Condition

Dimensions

Lexicon

Location

Notes & Legal

People - Subjects

Classification

Search Terms

Relations

Repatriation

Source

Inscription

Maker's Mark

Lists

Virtual Exhibit

Collection

Object ID

Object Name

Other Name

Other#

Old#

Accession#

Home Location

1922

Year Range

Catalog Date

Cataloged by

Status Date

Status by

Status

016.003

Congregation of Sisters of St.

001V0160031ab.JPG

St. Joseph's Hospital, Grosvenor St., London, ON:E3

001V0160031ab.JPG

Image Management (1 of 1)

Dimensions

Archaeology

Art

Geology

History

Natural History

Medicine

Display Units

in/oz

cm/gr

ft/lbs

Height

10.500

Depth

20.500

Count

2

Width

25.000

Diameter

Length

0.000

Circumference

Weight

Dimension Details

LEXICON: Shows the Category (Discipline), Classification, Sub-class, Primary, Secondary, and Tertiary Classifications. These fields are generated from authority files associated with the Object Name. You do not enter data in this screen.

Objects Catalog

Navigation: Add, Browse, Edit, Spell, Find, Query, Delete, Print, Media, Exit

Sort by: Object ID

Screen View	Collection	Date	1922
Archaeology	Object ID	Year Range	1915 thru 1922
Art	Object Name	Catalog Date	
Geology	Other Name	Cataloged by	CSJ Archives
History	Other#	Status Date	
Natural History	Old#	Status by	
Medicine	Accession#	Status	OK
	Home Location		

Other Views: Appraisal, Condition, Dimensions, **Lexicon**, Location, Notes & Legal, People - Subjects Classification Search Terms, Relations, Repatriation, Source, Inscription Maker's Mark, Lists, Virtual Exhibit

Nomenclature 3.0

	Object Name	Object Name 2	Object Name 3
Category	Typewriter		
Classification	Written Communication T&E		
Sub-Class	Writing Devices		
Primary	Typewriter		
Secondary			
Tertiary			
Other Object Names			

001N0160031ab.JPG
Image Management (1 of 1)

Temporary Location/Building, Temporary Location/Reason. There is an authority file for Building.

44

PEOPLE: Enter data in these fields: Classification, Subjects (MeSH), Search Terms. These fields all have authority files. Just right click in each field to choose the appropriate controlled vocabulary.

Whatever you enter in the Classification field should also be entered in the Search Terms field.

If there is a person associated with the object, enter the name in the People field as Last Name, First Name, Initial. There may be an existing authority file for the name, so check first by right clicking in the field before adding a new name.

The screenshot shows the 'Objects Catalog' application window. The top toolbar includes navigation and action buttons like 'Add', 'Browse', 'Edit', 'Spell', 'Find', 'Query', 'Delete', 'Print', 'Media', and 'Exit'. A 'Sort by' dropdown is set to 'Object ID'. The main data entry area is divided into several sections:

- Screen View:** A list of categories (Archaeology, Art, Geology, History, Natural History, Medicine) with radio buttons. 'History' and 'Medicine' are selected.
- Other Views:** A list of view types (Appraisal, Condition, Dimensions, Lexicon, Location, Notes & Legal, People - Subjects, Classification, Search Terms, Relations, Repatriation, Source, Inscription, Maker's Mark, Lists, Virtual Exhibit). 'People - Subjects', 'Classification', and 'Search Terms' are selected.
- Collection:** Fields for Object ID (016.003.1a-b), Object Name (Typewriter), Other Name, Other#, Old#, Accession# (016.003), and Home Location (St. Joseph's Hospital, Grosvenor St., London, ON:E3).
- Date:** Fields for Date (1922), Year Range (1915 thru 1922), Catalog Date, Cataloged by (CSJ Archives), Status Date, Status by, and Status (OK).
- Image Management:** A thumbnail image of a typewriter with a color calibration strip and a label '001\0160031ab.JPG'.
- People, Subjects, Classification, Terms:** Four large text areas for data entry. The 'Subjects' field contains 'Hospital Administration - instrumentation'. The 'Classification' and 'Search Terms' fields both contain 'Office Administration'.

At the bottom, a status bar shows 'Records = 43', 'Updated by Unknown', 'Updated 2022.05.23 11:40 AM', and an 'Update History' button.

If you add a name as a new authority file, you can add a biography. Click on the file folder icon in the right top corner of the **People** field. You will see a sub screen **View Biographies of People**. Double click on the person's name to see the **People Biographies** screen.

The screenshot shows a software window titled "People Biographies". On the left is a sidebar with "Screen View" options: "Biographical Info" (selected), "Catalog Records", and "Custom". Below these are "Actions" including "Change Full Name" and "Remove Unused Names". The main area displays the biography for "Luney, Frederick W.". At the top, there is a toolbar with icons for Add, Browse, Edit, Find, Query, Delete, Print, and Exit, along with a "Sort by Name" dropdown. The biography form includes fields for First Name (Frederick), Last Name (Luney), Other Names (Frederick Winnett), Born (1892, Middlesex, ON), Died (1987), Mother (Isabella), Father (James S.), Nationality (Canadian), Role (Medical), Spouses (Cora E. Spettigue), Children, Publications, Education (University of Western Ontario), Relationships, Places and/or Geographical Areas of Residence (London, ON), Occupation, Sphere of Activity (Pathologist, Associate Professor), Titles and Honors, and Notes. The Notes field contains a detailed paragraph about Frederick Winnett (F. W.) Luney, mentioning his birth, family, education at the University of Western Ontario, military service in the Canadian Army Medical Services division, and his role as an intern at Victoria Hospital.

Luney, Frederick W.	
First Name	Frederick
Last Name	Luney
Other Names	Frederick Winnett
Born	1892 Where Middlesex, ON
Died	1987 Where
Mother	Isabella
Father	James S.
Nationality	Canadian
Publications	
Education	University of Western Ontario
Relationships	
Places and/or Geographical Areas of Residence	London, ON
Role	Medical
Spouses	Cora E. Spettigue
Children	
Occupation, Sphere of Activity	Pathologist Associate Professor
Titles and Honors	
Notes	Frederick Winnett (F. W.) Luney was the oldest child of Isabella and James S. Luney, born in 1892 in Middlesex, Ontario. He had three younger brothers: Oswald S., Russell H., and Willford R. In 1914, Luney graduated from the medical program at the University of Western Ontario. On May 12, 1916, he enlisted with the Canadian military in the Army Medical Services division, where he held the position of Lieutenant. Dr. Luney served as an intern at Victoria Hospital

RELATIONS: Enter data in this field: Related Publications.

[illegible]

SOURCE: This shows accession fields: Source, Received Date, Received as. This data is entered from the accession record. You do not enter data in this screen.

Objects Catalog

Screen View —

Archaeology

Art

Geology

History

Natural History

Medicine

Other Views —

Appraisal

Condition

Dimensions

Lexicon

Location

Notes & Legal

People - Subjects

Classification

Search Terms

Relations

Repatriation

Source

Inscription

Maker's Mark

Lists

Virtual Exhibit

Collection

Object ID

016.003.1a-b

Object Name

Typewriter

Other Name

Other#

Old#

Accession#

016.003

Congregation of Sisters of St.

Home Location

St. Joseph's Hospital, Grosvenor St., London, ON:E3

Date

1922

Year Range

1915 thru 1922

Catalog Date

Cataloged by

CSJ Archives

Status Date

Status by

Status

OK

0010160031ab.JPG

Image Management (1 of 1)

Source

Archaeology

Art

Geology

History

Natural History

Medicine

Accession

Source

Congregation of Sisters of St. Joseph in Canada

Credit Line

Received Date

2016

Received as

Found in Collection

Accession Date

View Accession Screen

INSCRIPTION/MAKER'S MARK: Enter data in the appropriate fields: Inscription Type, Inscription Technique, Inscription Position, Inscription Text, Maker's Mark Notes. There are drop down menus for Type, Technique.

Objects Catalog

◀

◀

▶

▶

Add

Browse

Edit

Spell

Find

Query

Delete

Print

Media

Exit

Sort by Object ID

Screen View

Archaeology

Art

Geology

History

Natural History

Medicine

Other Views

Appraisal

Condition

Dimensions

Lexicon

Location

Notes & Legal

People - Subjects

Classification

Search Terms

Relations

Repatriation

Source

Inscription

Maker's Mark

Lists

Virtual Exhibit

Collection

Object ID

Object Name

Other Name

Other#

Old#

Accession#

Home Location

016.003.1a-b

Typewriter

016.003

Congregation of Sisters of St.

St. Joseph's Hospital, Grosvenor St., London, ON:E3

Date

Year Range

Catalog Date

Cataloged by

Status Date

Status by

Status


1922

1915 thru 1922

CSJ Archives

-

OK



0010160031ab.JPG

Image Management (1 of 1)

Inscription - Maker's Mark

Archaeology

Art

Geology

History

Natural History

Medicine

Inscription Information

Type

Manufacturer's Mark

Technique

Stamped

Position

Top centre and left of back space key

Text

Made in USA

Serial number 58609

Language

Translation

Maker's Mark Notes

Underwood is printed on the top in the center, along with "Made in USA" and the company logo, a "T" and "U" with the superimposed image of a typewriter over top. Patent dates: May 11, 1915; Dec. 4, 1917; March 19, 1918; June 4, 192; Nov. 5 192; Jan. 28, 1919. March 19, 1912; Feb. 25, 1913; May 3, 1913; Aug. 19, 1913; June 2, 1914; June 16, 1914. March 11, 1919; July 8, 1919; July 15, 1919; Sept. 30, 1919; Nov. 25, 1919; March 9, 1920. April 6, 1920; May 11, 1920, Sept. 7, 1920; March 1, 1921;

Record 4 of 6

Updated by Unknown

Updated 2022.05.21 10:20 AM

Update History

Backup

After completing data entry, make sure to click the **Hard Drive Backup** button under **Backup & Reindex** on the main screen. When that is complete, click on the **Removable Backup** button and backup to an external device. Choose to overwrite existing files when backing up to an external drive. You will also need to periodically reindex the database by clicking on the **Reindex** button under **Backup & Reindex**.

Classification

The controlled vocabulary for classification is given below:

Anaesthesiology/Anesthesiology

Archival, Items

Archival, Photograph

Archival, Publications

Anatomy and Pathology

Audiology

Biotechnology

Building Construction

Clinical Diagnosis

Dentistry

Diagnostic Radiology

Education

Experimental Chemistry

Facility Maintenance

Laboratory Medicine

Materia Medica and Pharmacology

Medical Glass-ware

Medical Ceramic-ware

Microbiology

Nursing and Hospital Furnishings

Nutrition and Food Technology

Obstetrics, Gynaecology/Gynecology and Contraception

Office Administration

Ophthalmology

Orthopaedics/Orthopedics

Pharmacy-ware

Public Health

Psychiatry

Radiotherapy

Scientific Instruments and Research

Surgery

Therapeutics

Medical Subject Headings

Overview

We add Medical Subject Headings (MeSH) to our catalog records. Search the MeSH browser at <https://meshb.nlm.nih.gov/search> . For example, here is search using the phrase “heart attacks” followed by the search result.

FullWord ▾ Exact Match All Fragments Any Fragment

☐ All Terms

☒ Main Heading (Descriptor) Terms

☐ Qualifier Terms

☐ Supplementary Concept Record Terms

☐ MeSH Unique ID

☐ Search in all Supplementary Concept Record Fields

☐ Heading Mapped To

☐ Indexing Information

☐ Pharmacological Action

☐ Search Related Registry and CAS Registry/EC Number/UNII Code/NCBI Taxonomy ID Number (RN)

☐ Related Registry Search

☐ CAS Registry/EC Number/UNII Code/NCBI Taxonomy ID Number (RN)

☐ Search in all Free Text Fields

☐ Annotation

☐ ScopeNote

☐ SCR Note

Sort by: Relevance ▾

Results per Page: 20 ▾

1 results in 0.005 seconds

viewing page 1 of 1 pages

Myocardial Infarction MeSH Descriptor Data 2022

Details Qualifiers MeSH Tree Structures Concepts

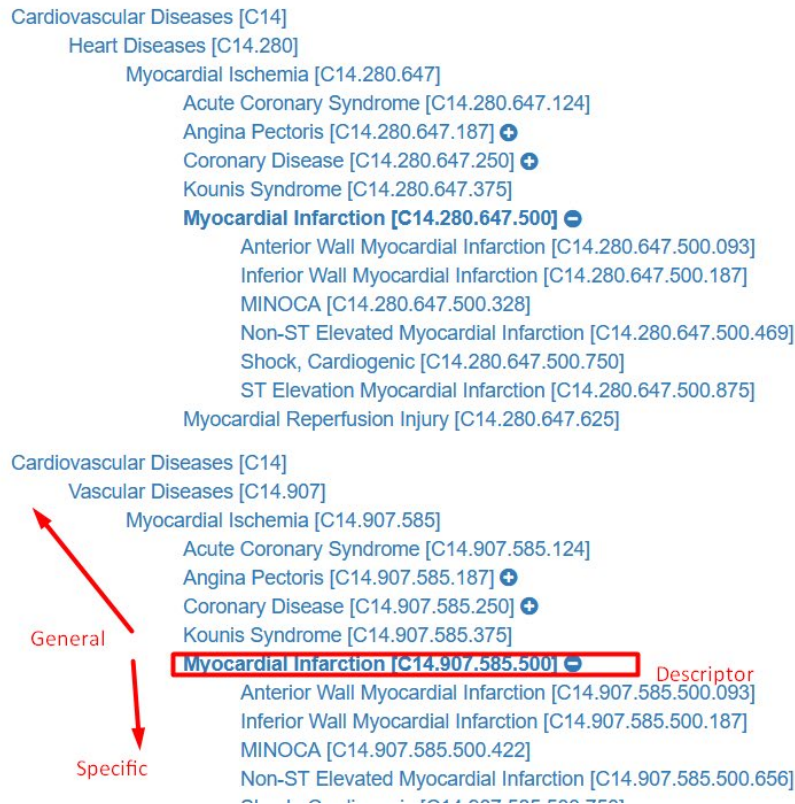
MeSH Heading	Myocardial Infarction
Tree Number(s)	C14.280.647.500 C14.907.585.500 C23.550.513.355.750 C23.550.717.489.750
Unique ID	D009203
RDF Unique Identifier	http://id.nlm.nih.gov/mesh/D009203
Annotation	do not coordinate with ACUTE DISEASE for "acute infarct"
Scope Note	NECROSIS of the MYOCARDIUM caused by an obstruction of the blood supply to the heart (CORONARY CIRCULATION).
Entry Term(s)	Cardiovascular Stroke Heart Attack Myocardial Infarct
NLM Classification #	WG 310
See Also	Heart Rupture, Post-Infarction
Public MeSH Note	79; was MYOCARDIAL INFARCT 1963-78
Online Note	use MYOCARDIAL INFARCTION to search MYOCARDIAL INFARCT 1966-78
History Note	79; was MYOCARDIAL INFARCT 1963-78
Date Established	1966/01/01
Date of Entry	1999/01/01
Revision Date	2019/07/01

page delivered

The preferred or main term is known as the **Descriptor**. On the details for the Descriptor, you will see some important fields to check. The Scope Note gives us the definition of Myocardial Infarction. The Entry Term(s) are synonyms or related terms, e.g., Cardiovascular Stroke, Heart Attack, Myocardial Infarct. Check the MeSH Tree Structure tab as well to see the hierarchy for this main term and for broader or narrower terms, as shown below.

Myocardial Infarction MeSH Descriptor Data 2022

Details Qualifiers MeSH Tree Structures Concepts



There are 16 MeSH trees, and each tree has a letter identifier, e.g., (A) for anatomy, (B) for organisms, (C) for diseases and so on. Myocardial Infarction is in the (C) tree structure because it is a disease. Each tree goes from general to specific terms. Every MeSH term is found in one or more trees.

Let's now do a search for "bone." We find the Descriptor record for "Bone and Bones." The record has four tabs: Details, Qualifiers, MeSH Tree Structures, and Concepts. **Note that the first letters of all words in a Descriptor are upper case.** The most useful fields in the Descriptor record are indicated below:

Details	Qualifiers	MeSH Tree Structures	Concepts
MeSH Heading	Bone and Bones		
Tree Number(s)	A02.835.232 A10.165.265		
Unique ID	D001842		
RDF Unique Identifier	http://id.nlm.nih.gov/mesh/D001842		
Annotation	/cytol: consider also OSTEOBLASTS ; OSTEOCLASTS ; OSTEOCYTES ; /embryol: consider also OSTEOGENESIS ; /surg: consider also OSTEOTOMY or ARTHRODESIS or FRACTURE FIXATION & its specifics; differentiate from SKELETON which is almost never used: restrict SKELETON to bone arrangement as a whole & not for "skeletal" which usually means "bone" (= BONE AND BONES); inflammation = OSTEITIS ; necrosis = OSTEONECROSIS ;		
Scope Note	A specialized CONNECTIVE TISSUE that is the main constituent of the SKELETON . The principal cellular component of bone is comprised of OSTEOBLASTS ; OSTEOCYTES ; and OSTEOCLASTS , while FIBRILLAR COLLAGENS and hydroxyapatite crystals form the BONE MATRIX .		
Entry Version	BONE BONES		
Entry Term(s)	Bone Bone Tissue Bone and Bone Bones Bones and Bone Bones and Bone Tissue Bony Apophyses Bony Apophysis Condyle		
See Also	Arthrodesis Calcification, Physiologic Osteogenesis Osteotomy		
Consider Also	consider also terms at OSSI- and OSTE-		
Public MeSH Note	/transplantation was BONE TRANSPLANTATION 1963-65; was BONE AND BONES/transplantation 1966-89		
Online Note	use BONE TRANSPLANTATION to search BONE AND BONES/transplantation 1966-89		
History Note	/transplantation was BONE TRANSPLANTATION 1963-65; was BONE AND BONES/transplantation 1966-89		
Entry Combination	growth & development:Bone Development transplantation:Bone Transplantation		
Date Established	1960/01/01		

MeSH Heading is the Descriptor. It must be used exactly as shown.

Annotation gives information about how to use the Descriptor.

Scope Note gives a definition for the Descriptor.

Entry Terms are synonyms or related terms that can be used, exactly as shown.

See Also are cross-referenced terms.

Entry Combination shows disallowed combinations of Descriptor and Qualifier. In this case, “Bone and Bones – growth & development” is not allowed. Use ” Bone Development “instead.

Some Descriptors, such as “Dermatology”, refer to a field or profession. If you want to refer to a medical condition, use another Descriptor, such as “Skin Diseases.”

The Qualifiers tab gives you the subheadings. The first word in a **Qualifier** is always in lower case. Qualifiers also have their own records which give details about them, which you can see by clicking on the hyperlink.

Bone and Bones MeSH Descriptor Data 2022

Details

Qualifiers

MeSH Tree Structures

Concepts

Entry Combination growth & development:Bone Development
transplantation:Bone Transplantation

Allowable Qualifiers abnormalities (AB)
anatomy & histology (AH)
blood supply (BS)
chemistry (CH)
cytology (CY)
diagnostic imaging (DG)
drug effects (DE)
embryology (EM)
enzymology (EN)
immunology (IM)
injuries (IN)
innervation (IR)
metabolism (ME)
microbiology (MI)
parasitology (PS)
pathology (PA)
physiology (PH)
physiopathology (PP)
radiation effects (RE)
surgery (SU)
ultrastructure (UL)
virology (VI)

You can also view a list of all the Qualifiers here: <https://www.nlm.nih.gov/mesh/subhierarchy.html>

You can view the scope note for each Qualifier here:

https://www.nlm.nih.gov/mesh/qualifiers_scopenotes.html

How to conduct a search to get the best results:

In the MeSH Browser you can search using search buttons and sort different ways using drop-down menus and you can search by main term, qualifiers, etc., by choosing radio buttons. The best settings to use to get the most recall are:

Substring – search method

All Fragments – search button

Name – sort by

1000 – results per page

Here are some more pointers:

- Think of some synonyms for the concept and search those terms
- Identify a broader or narrower Descriptor and examine the MeSH trees
- Think of a term with a related root, e.g., “skeleton” instead of “skeletal diseases”
- Look at the Annotation in the record you retrieve. You might find, for example “Bone and Bones” in the Annotation and can then search “Bone Diseases” instead of “skeletal diseases”
- Search for a term in the Annotation field
- Search by MeSH tree structure and drill down
- Use the MeSH on Demand artificial intelligence tool:
<https://meshb.nlm.nih.gov/MeSHonDemand>

Database entry

In the database, enter the descriptor given in the MeSH heading field (main entry) on one line. Use the capitalization and punctuation, including commas, given. Enter any other descriptors or entry terms (synonyms) given, each on its own separate line. If you add a topical qualifier, give this after the description, followed by a dash. Do not use geographical, or publication type qualifiers. For example:

OBJECT: Baumanometer

MeSH Heading: Blood Pressure Monitors

Entry Term: Monitors, Blood Pressure

In this case, none of the qualifiers are used.

Other MeSH headings that could be used are:

MeSH Heading: Diagnosis

MeSH Heading: Diagnostic Techniques and Procedures

MeSH Heading: Diagnostic Techniques, Cardiovascular

MeSH Heading: Blood Pressure Determination

Qualifier: instrumentation

MeSH Heading + Qualifier:

Diagnostic Techniques and Procedures – instrumentation

Diagnostic Techniques and Procedures, Cardiovascular - instrumentation

Blood Pressure Determination – instrumentation

CATALOGING RULES: Be as specific as possible and limit to three subject headings.

Research tools

This is a list of some research sites:

Museum of Healthcare

<http://www.museumofhealthcare.ca/>

McGill University

<https://www.mcgill.ca/medicalmuseum/>

Science Museum Group

<https://group.sciencemuseum.org.uk/about-us/collection/>

NIH Stetten Museum

<https://history.nih.gov/museum/index.html>

The Collection of Historic Scientific Instruments

<https://chsi.harvard.edu/>

NIH History Portal

<https://www.nlm.nih.gov/hmd/explore-history.html>

Science History Institute

<https://www.sciencehistory.org/>

American Association for the History of Nursing

<https://www.aahn.org/internet>

NIH Trade Catalogs

<https://history.nih.gov/museum/catalogs.html>

Patent search

You can search the European patent site using the name of the object, e.g., “catgut suture.” Choose ascending publication date to display records, to get the oldest records showing up first. Look at the drawings and at the original document.

Search the WIPO site using the tab “catchwords.” This will help you find the CPC classification for the object.

Search the USPTO site under the quick search tab, using PAT FT. Enter the CPC classification number, e.g., “A6B1700” in the first search box and choose “Current CPC Classification” from the drop-down menu in the second search box. Make sure to choose the search date range “1790 to present.” Click on each patent, and to view image click on images button at top. Look at front page and scan abstract and drawing. Then look at specifications.

You can also search using PAT FT for a patent number. Enter the patent number in the first search box and choose “Patent Number” from the drop-down menu in the second search box. Make sure to choose the search date range “1790 to present.”

Another option is to use the top right search window and enter “CPC scheme *name of object*.” Then, click on the entry in the search results or retry the search again using a synonym. The search results will show the main class listed with subclasses below.

You can use CTRL F in your browser to find more specific words (to narrow down the results) if you get a lot of results.

US Patent Office

(Can only search by keyword back to 1976)

Search CPC scheme + keyword (top right search box)

<https://www.uspto.gov/>

WIPO

<https://www.wipo.int/classifications/ipc/ipcpub/?notion=scheme&version=20200101&symbol=none&menulang=en&lang=en&viewmode=f&fipcpc=no&showdeleted=yes&indexes=no&headings=yes¬es=yes&direction=o2n&initial=A&cwid=none&tree=no&searchmode=smart>

European Patent Office

<https://worldwide.espacenet.com/>

Object handling guidelines

- No food or drink, or candy, or chewing gum is allowed in the work area.
- Wash hands before working and after eating. Don't use hand cream. Remove jewelry. Avoid touching your hair and face when you work.
- Use only soft pencils, not pens.
- Always wear cotton or accelerator free nitrile gloves when handling photographs, textiles, and artifacts, unless you will not have a firm grip. Damage results when oils and acids on your hands get on the materials.
- Handle all photographs and artwork by the edges only. Do not pick up artifacts by their handles but support these from the bottom.
- Prepare the work area in advance and plan your route before moving objects. Check the object for damage before moving. Always use two hands.
- Support any object by holding from the bottom or using a support such as matboard or coroplast.
- Do not carry objects by their handles or by their arms.
- Do not set heavy items on top of other items. Do not let items hang off the sides of the work surface. Do not put items in your lap.

Safety guidelines

Lifting and carrying

Prevent injury to your lower back. Follow these rules for lifting objects:

- Place your feet shoulder width apart with the load between them.
- Keep arms and elbows close to sides.
- Bend your knees and hips keeping your back straight.
- Hold the load close to your body.
- Lift smoothly and slowly. Use your thigh and leg muscles, not your back.
- Pivot with your feet.
- Make sure your path is clear and that you can see over the load.
- Put the load on the edge of a shelf and push it into place.
- Push a load rather than pull it.
- Always use a cart for a heavy load.

Using step stools

- Carry objects so that you have a clear view and can climb up and down.
- Keep hands above knee level when reaching down.
- Keep navel in centre of stool when reaching sideways.
- Don't lean backward.
- Don't stand on tiptoe when reaching up.
- Keep both feet on stool.
- Lift object below shoulder height with two hands when it is up to 12 kg (26 lb.).
- Lift object above shoulder height with two hands when it is up to 8 kg (18 lb.).

Cataloging Worksheet

(* indicates required field. Use one worksheet for each item. Use one worksheet only for one item with component parts.)

*Accession Number:		*Object ID:	
*Object Name:		Other Name:	
Collection:		Count: # Component Parts:	
Component Names:		*Date:	
Year Range from:		Year Range to:	
Condition:		*Height:	
*Length:		*Depth:	
*Width:		*Diameter:	
Dimension details:		Material:	
*Home Location:		Temp Location:	
Inscription Type:		Inscription Technique:	
Inscription Position:		Inscription Text:	
Made:		Place of Origin:	

*Description:

*Narrative:
People:
Related Publications:
*Subjects (MeSH):
*Classification:
Catalog Date:
Cataloged by: